



## COMMUNITY LIBRARY ENHANCEMENT FUND

### General Instructions

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CLEF Distribution Date: March 2011

Survey Due Date: August 31, 2011

### New Survey Tool

- You can now fill out your CLEF Expenditure Report through *Bibliostat Collect* at <http://collect.btol.com> or from the Utah State Library Statistics web page.
- Use the same login and password that you've used before for the Statistical Annual Report.
- Sara Wever and Juan Tomás Lee at the State Library will be happy to answer your questions about accessing and filling out the survey. Call toll-free at **800-662-9150**.

### Critical Guidelines

- When you are done entering all data into the survey, go to the "Status" tab and verify that:
  - All edit checks have been reviewed and annotated as needed
  - There are no required Unanswered Questions
  - There are no Flagged Questions
- Print or save a PDF copy of your report before submitting the survey. The submit button is located in the "Status" tab.

IDENTIFICATION	
100	<b>FSCS ID</b> This is the identification code assigned by the Institute of Museum and Library Services to your library.
110	<b>Name of Library</b> This is the legal name of your library.
120	<b>City</b> This is the city or town where your library is located. If your library has branches in different cities, enter the city where the library headquarters, administrative office, or main facility is located.
130	<b>County</b> This is the county where your library is located.
140	<b>Legal Service Area Designation</b> The Utah State Library designates the library's legal service area as "urban" or "rural" based on guidelines established by the Institute of Museum and Library Services.

141	<p><b>Legal Service Area Poverty Level</b></p> <p>Poverty level of the legal service area, calculated by the American Community Survey, US Census Bureau, GCT1701 Percent of People Below Poverty Level in the Past 12 Months. Data Set: Most recent ACS 5-year Estimate. Geographic Area: (a) Place, County Subdivision, and Consolidated City, and (b) County.</p>
150	<p><b>Utah House District Number(s)</b></p> <p>Please enter the number of the district in the State of Utah House of Representatives in which your library's main facility or headquarters is located. If the legal service area of your library covers more than one district, please enter the other district numbers in the "Notes" field.</p>
160	<p><b>Utah Senate District Number(s)</b></p> <p>Please enter the number of the district in the State of Utah Senate in which your library's main facility or headquarters is located. If the legal service area of your library covers more than one district, please enter the other district numbers in the "Notes" field.</p>
170	<p><b>Total Amount Received in CLEF</b></p> <p>This is the total dollar amount you received in Community Library Enhancement Funds (CLEF) in this distribution.</p>
180	<p><b>Did You Use Any Local Funds?</b></p> <p>Select Yes or No. Local funds may include money from the city or county, private donations, special fundraising activities, contributions for the Friends of the Library group, etc.</p>
181	<p><b>If yes, explain source of funds</b></p> <p>If you selected "Yes" in question #180, please explain the source of those local funds. For example: money from the city or county, private donations, special fundraising activities, contributions for the Friends of the Library group, etc.</p>
190	<p><b>Please check the box or boxes that most closely align with your use of the CLEF grant</b></p> <p>You may mark 1, 2 or all 3 boxes.</p> <p>Please mark box 1 if you used CLEF in Collection Development purchases such as children's materials, AV materials, online resources, materials in another language, special new collections, enhanced current collections, etc.</p> <p>Please mark box 2 if you used CLEF in Community Outreach efforts such as services for seniors, teens, migrants, head starts, outreach to those who don't use the library, etc.</p> <p>Please mark box 3 if you used CLEF in Public Access Technology (i.e. technology that directly affects the public) such as public access computing, library catalogs, online resources, technology training, wifi, etc.</p>

## COLLECTION DEVELOPMENT – REPORT OF EXPENDITURES

### Dollars Spent

200	<p><b>Amount of CLEF spent on Collection Development</b></p> <p>This is the total dollar amount of your CLEF grant that you spent specifically on collection development. This may include purchases of children's materials, AV materials, online resources, materials in another language, special new collections, enhanced current collections.</p>
210	<p><b>Amount of Local Funds spent on Collection Development</b></p> <p>This is the total dollar amount of local funds you spent specifically on collection development. Local funds may include money from the city or county, private donations, special fundraising activities, contributions for the Friends of the Library group, etc.</p>

People Served & Materials Purchased	
220	<p>Select <u>at least one</u> target audience(s) by AGE for your expenditures in Collection Development. You may select up to three target audiences.</p> <p><input type="checkbox"/> Pre-schoolers (0-5)</p> <p><input type="checkbox"/> Children (6-12)</p> <p><input type="checkbox"/> Youth (13-17)</p> <p><input type="checkbox"/> Adults (18 – 64)</p> <p><input type="checkbox"/> Seniors (65+)</p>
221	<p><u>This question is optional.</u> Target audience(s) by UNDERSERVED status for your expenditures in Collection Development. If your target audience includes any of these groups, please select the appropriate box.</p> <p><input type="checkbox"/> Unemployed</p> <p><input type="checkbox"/> Limited English proficiency</p> <p><input type="checkbox"/> People with physical disabilities</p> <p><input type="checkbox"/> People with mental disabilities</p> <p><input type="checkbox"/> At-risk teens</p>
230	<p><b>Total number of people served by your expenditures in Collection Development</b></p> <p>This is the total number of people (in your target audience) you expect to serve or impact with the purchases made on collection development.</p>
240	<p><b>Total number of items purchased for Collection Development</b></p> <p>This is the total number of items you purchased for the library's collection. If you purchased multiple formats or for multiple audiences, add them all up and report the grand total.</p>
250	<p>List the type of materials purchased for Collection Development (<i>for example, children's materials, AV materials, online resources, materials in another language, special new collections, enhanced current collections</i>)</p> <p>Describe in broad terms the materials and formats you purchased for the library's collection.</p>
<p><b>User Outcomes</b></p> <p><u>Please provide two or more real-life examples.</u> Describe the changes in behavior, attitude, skills, or knowledge in library users based on interaction with or use of the new materials purchased.</p>	
260	<p><b>Collection Development real-life example #1</b></p> <p>Share a story of how the materials you purchased for the library's collection with CLEF made a difference in someone's life. If possible, include the patron's name.</p>
261	<p><b>Collection Development real-life example #2</b></p> <p>Share another story of how the materials you purchased for the library's collection with CLEF made a difference in another patron's life. If possible, include the patron's name.</p>
262	<p><b>Collection Development OTHER real-life examples</b></p> <p>If you have more stories of how the materials you purchased for the library's collection with CLEF made a difference on the residents of your community, enter them here. If possible, include the people's names.</p>

## COMMUNITY OUTREACH – REPORT OF EXPENDITURES

### Dollars Spent

300	<p><b>Amount of CLEF spent on Community Outreach</b></p> <p>This is the total dollar amount of your CLEF grant that you spent specifically on community outreach. Community outreach includes efforts the library makes in delivering services beyond the library building.</p>
310	<p><b>Amount of Local Funds spent on Community Outreach</b></p> <p>This is the total dollar amount of local funds you spent specifically on community outreach. Community outreach includes efforts the library makes in delivering services beyond the library building.</p>

### People Served, Programs & Services Provided

320	<p>Select <u>at least one</u> target audience(s) by AGE for your expenditures in Community Outreach. You may select up to three target audiences.</p> <p><input type="checkbox"/> Pre-schoolers (0-5)</p> <p><input type="checkbox"/> Children (6-12)</p> <p><input type="checkbox"/> Youth (13-17)</p> <p><input type="checkbox"/> Adults (18 – 64)</p> <p><input type="checkbox"/> Seniors (65+)</p>
321	<p><u>This question is optional.</u> Target audience(s) by UNDERSERVED status for your expenditures in Community Outreach. If your target audience includes any of these groups, please select the appropriate box.</p> <p><input type="checkbox"/> Unemployed</p> <p><input type="checkbox"/> Limited English proficiency</p> <p><input type="checkbox"/> People with physical disabilities</p> <p><input type="checkbox"/> People with mental disabilities</p> <p><input type="checkbox"/> At-risk teens</p>
330	<p><b>Total number of people served by your expenditures in Community Outreach</b></p> <p>This is the total number of people (in your target audience) you expect to serve or impact with the purchases made for community outreach.</p>
340	<p><b>Total number of Community Outreach programs or services provided with CLEF</b></p> <p>This is the total number of community outreach programs and services the library provided beyond the library building. If a program or service involved multiple activities or events, count each activity. For example, if your library provides a weekly delivery of materials to a senior center during the summer for three months, please report 12 programs.</p>
350	<p><b>What programs or services did you provide for Community Outreach? (<i>such as services for seniors, teens, migrants, head starts, outreach to those who don't use the library</i>). Please be specific (title of program/service, dates, etc.)</b></p> <p>Describe in broad terms the community outreach programs and services your library provided.</p>

<b>User Outcomes</b>	
Please provide two or more real-life examples. Describe the changes in behavior, attitude, skills, or knowledge in library users based on their participation in the library's community outreach programs or their use of the library's community outreach services.	
360	Community Outreach real-life example #1
361	Community Outreach real-life example #2
362	Community Outreach OTHER real-life examples
<b>PUBLIC ACCESS TECHNOLOGY – REPORT OF EXPENDITURES</b>	
<b>Dollars Spent on Technology That Directly Affects the Public</b>	
400	<b>Amount of CLEF spent on Public Access Technology</b> This is the total dollar amount of your CLEF grant that you spent specifically on public access technology (i.e. technology that directly affects the public) such as public access computing, library catalogs, online resources, technology training, wifi, etc.
410	<b>Amount of Local Funds spent on Public Access Technology</b> This is the total dollar amount of local funds you spent specifically on public access technology (i.e. technology that directly affects the public) such as public access computing, library catalogs, online resources, technology training, wifi, etc.
<b>People Served &amp; Technology That Directly Affects the Public</b>	
420	Select <u>at least one</u> target audience(s) by AGE for your expenditures in Public Access Technology. You may select up to three target audiences. <input type="checkbox"/> Pre-schoolers (0-5) <input type="checkbox"/> Children (6-12) <input type="checkbox"/> Youth (13-17) <input type="checkbox"/> Adults (18 – 64) <input type="checkbox"/> Seniors (65+)
421	<u>This question is optional.</u> Target audience(s) by UNDERSERVED status for your expenditures in Public Access Technology. If your target audience includes any of these groups, please select the appropriate box. <input type="checkbox"/> Unemployed <input type="checkbox"/> Limited English proficiency <input type="checkbox"/> People with physical disabilities <input type="checkbox"/> People with mental disabilities <input type="checkbox"/> At-risk teens
430	<b>Total number of people served by your expenditures in Public Access Technology</b> This is the total number of people (in your target audience) you expect to serve or impact with the purchases made for public access technology.

440	<b>Total number of items purchased for Public Access Technology</b> This is the total number of items you purchased for public access technology. If you purchased multiple types of equipment and devices, add them all up and report the grand total.
450	<b>List the type of equipment purchased for Public Access Technology</b> Describe in broad terms the equipment and devices you purchased for public access technology.
<b>User Outcomes</b> Please provide two or more real-life examples. Describe the changes in behavior, attitude, skills, or knowledge in library users based on interaction with or use of the new public access technology.	
460	Public Access Technology real-life example #1
461	Public Access Technology real-life example #2
462	Public Access Technology OTHER real-life examples
<b>CERTIFICATION</b>	
900	<b>Name of the person filling out the report</b> Please enter the complete name of the person responsible for completing this report.
910	<b>Email of the person filling out the report</b> Please enter the current and valid email address of the person responsible for completing this report.
920	<b>Email Certification</b> Please enter the current and valid email address of the person responsible for completing this report. This email address must match the email address provided in question #910. By entering the current and valid email address here, the person filling out the report certifies that, to the best of her (his) knowledge and belief, the data submitted for the CLEF Expenditure Report are accurate.
<b>SUMMARY</b>	
930	<b>Local Funds Leveraged</b> This amount is automatically calculated by the program by adding the amounts entered in questions #210, 310, and 410.